



COUNTY OF HUMBOLDT

For the meeting of: 9/14/2021

File #: 21-1327

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Professional Services Agreement with Koa Hills Consulting, LLC; Supplemental Budget and Transfer from General Fund Contingencies (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Chair of the Board of Supervisors to execute a professional services agreement with Koa Hills Consulting, LLC in an amount not to exceed \$221,000; and
2. Approve attached supplemental budget (4/5 vote required).

SOURCE OF FUNDING:

General Fund

DISCUSSION:

Koa Hills Consulting has extensive expertise in the Finance Enterprise platform, the county's financial and budgeting system. Koa Hills has assisted Human Resources in key personnel transactions related to promotions, transfers, step increases and retroactive calculations, to name a few. As Human Resources endeavors to implement key internal controls for proper segregation of duties with the Auditor-Controller/Payroll functions, there are various personnel transactions associated with the completion of the bi-weekly payroll process from human resources side of a complete payroll cycle. In addition to the bi-weekly personnel transaction processing, staff is also recommending a full position control audit. Position control refers to the creation, maintenance, and monitoring of authorized budgeted positions.

Staff recommends that your Board approve the attached supplemental budget of \$221,000.

FINANCIAL IMPACT:

Approval of this item will reduce General Fund Contingencies by \$221,000.

The attached professional services agreement with Koa Hills has a maximum amount payable of \$221,000 for the period of September 1, 2021 through June 30, 2022. However, in the event that local, state or federal funding or allowance rates are reduced or eliminated, the County of Humboldt may, by

amendment, reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with Koa Hills in its entirety.

Expenditure appropriations related to the attached professional services agreement with Koa Hills were not included in the adopted fiscal year 2021-2022 budget for Human Resources - Personnel budget unit 1100-130. Salary savings from vacant positions may be available to offset the cost of the contract, however, that amount will not be known until year-end. Therefore, staff are recommending transferring the full value of the maximum amount payable of the contract from General Fund Contingencies to provide funding for the contract.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees and fostering transparent, accessible, welcoming and user friendly services

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may direct staff to move forward without this resource, however that is not recommended because it is imperative for Human Resources to effectuate the proper internal controls and segregation of duties. A request for this resource would provide continuity of program operations and training foundation for staff.

ATTACHMENTS:

1. Professional Services Agreement and Scope of Services
2. Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: 3/3/2020; 5/19/2020; 08/24/2021

File No.: 20-291; 20-571; 21-1241